

Message

From: McAtee, Jeffrey [McAtee.Jeffrey@epa.gov]
Sent: 1/25/2021 5:17:39 PM
To: Gray, David [gray.david@epa.gov]; Tanimura, Erin [Tanimura.Erin@epa.gov]; Davis, Suea [davis.suea@epa.gov]; Turk, James [turk.james@epa.gov]
Subject: ACTION: Template Letters
Attachments: 2020 newly elected tempalte no name.docx; 2020 template - no name.docx

Importance: High
Flag: Follow up

David,

When you have time, would you please look over these congressional welcome letter templates and let us know if you'd like to see any changes? Names, address, and other targeted info will, of course, be changed to reflect the correct official. And Cary's name will be on his states as POC, and Austin's name will be on his corresponding states.

Also, we'll need to know if you want your signature in black or blue ink – both are available.

Thanks!

Jeff

Jeff McAtee
Director, Office of External Affairs – Region 6
U.S. Environmental Protection Agency
214-665-2222 (office)

Ex. 6 Personal Privacy (PP)

 (cell)

From: Martindale, Cary <martindale.cary@epa.gov>
Sent: Wednesday, January 13, 2021 11:12 AM
To: Wang, Jonathan <Wang.Jonathan@epa.gov>
Cc: Vela, Austin <Vela.Austin@epa.gov>; Assunto, Carmen <Assunto.Carmen@epa.gov>
Subject: Template Letters

Jonathan – here are the two template letters for re-election and newly elected members. The italics and brackets will obviously not be in the final letters – I used those to show where the difference will be – in the name of members and the regional contacts, along with the obvious address and branch between the Senate and the House. Please let us know if you, Jeff, or the front office wants changes.

Thanks,

Cary Martindale
U.S. EPA Region 6
Congressional Liaison
Arkansas*Louisiana*Oklahoma
214.665.8147
martindale.cary@epa.gov

